



Treasury Information Processing Support Services



Proposal Evaluations

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Proposal Evaluations

- What is it?
- Why me?
- How do I do it?
- When do you need it?





What is it?

- **FAR 15.305 Proposal evaluation.**
- (a) Proposal evaluation is an assessment of the proposal and the offeror's ability to perform the prospective [Task Order] successfully...The relative strengths, deficiencies, significant weaknesses, and risks supporting proposal evaluation shall be documented in the contract file.



Why Me?

- It's your requirement.
- Only you know what you expect.
- You are our eyes and ears.
- We want to be fair and reasonable.
- We want to ensure your success.

How do I do it?

- Technical approach
- Labor mix and hours
- Key personnel, if applicable
- Management approach
- Required Travel
- Other Direct Costs
- Negotiable items





Technical Approach

- Does the contractor understand the general requirements of the task order?
- Does the contractor understand the scope of the requirement?
- Is the technical approach sound and reasonable, and does it address the risks?
- Are the contractor's assumptions correct?
- Will the deliverables/work products satisfy the requirements?



Labor Mix and Hours

- Are the proposed labor categories appropriate to the work?
- Are the hours for each labor category reasonable?
- Does the cost proposal correspond with the labor categories and hours proposed in the technical proposal?

Key Personnel

- If key personnel were proposed, do their resumes reflect experience and education required for the proposed labor category in the Section C of the contract?

<http://www.procurement.irs.treas.gov/tipss2/files/full/sect-c.doc>

Management Approach

- Did the contractor explain how the task will be managed?
- Are the hours proposed for management activities appropriate, considering the scope of the work?
- Do you believe the management approach is sound?



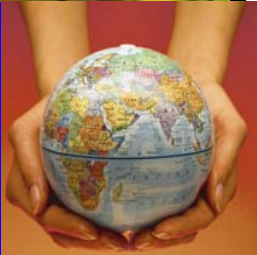
Required Travel

- Is the proposed local travel and non-local travel appropriate and reasonable for the work?
- Do the travel costs in the cost proposal correspond with the trips described in the technical proposal?



Other Direct Costs

- Are the other direct costs, including hardware, software, telecommunications equipment, office supplies, etc. appropriate for the work?



Negotiable Items

- Scope
- Labor mix & hours
- Assumptions
- Travel





When do you need it?

- Within 5 workdays, when possible, unless otherwise requested.
- When responses are requested as part of the contractor selection process.
- When a “not-to-exceed” amount has been submitted for an undefinitized award.
- Every time we receive a proposal:
 - When the contractor submits the initial proposal.
 - When the requirements in the SOW change.



More Questions?

- Check out the TIPSS-2 Website:
 - Internet: <http://www.procurement.irs.treas.gov/tipss2>
 - IRS Intranet: <http://awss.procurement.irs.gov/tipss2>
- Call your Lead COTR or Contracting Officer:
<http://www.procurement.irs.treas.gov/tipss2/tipssoffice.htm#2>
- Contact the TIPSS-2 Hotline at 202-283-1110.